

City of San José
DIRECTOR OF TRANSPORTATION (U) (3199)

CLASS PURPOSE

Under administrative direction, performs work of unusual difficulty in managing and directing the operations of the Department of Streets and Parks. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Plans, develops, assigns and manages the City's programs and projects for traffic engineering, parking and maintenance of streets, sewers and streetscape treatments.
- Directs and manages the City's programs for striping, channelization, marking, signing and traffic signalization; maintenance, repair and reconstruction of sidewalk, curbs, streets, fences, guardrails and minor concrete structures; street sealing/coating; maintenance, repair and reconstruction of sanitary and storm sewer mains, manholes and laterals; cleaning of sewers, repairing of emergency breaks and leaks, and clearing of storm outlets.
- Establishes departmental policy, standards, rules and procedures.
- Consults and coordinates with representatives from Federal, State and County governments and interested organizations regarding the City's traffic operations and street/sewer maintenance programs; conducts negotiations on traffic engineering and related matters with officials of the State, County, and other municipalities; construction utility and transportation companies;
- and other governmental and private organizations.
- Directs the preparation and execution of the department's operating and capital budgets and Five-Year Capital Improvement Program; represents the department in budget hearings before the City Council.
- Represents the City in public relations and liaison matters and in local and intergovernmental meetings, hearings, committees and commissions; represents the department within City government.
- Formulates and recommends new or modified City policies on traffic and parking program operations and street, sewer and street landscape maintenance.
- Plans, develops and evaluates current transportation operation and maintenance service levels, program objectives and resources utilization; and forecasts needs in order to anticipate and control new installations, expanded programs, and/or new obligations.
- Directs, assigns, trains, supervises and evaluates staff and their work; makes decisions and recommendations on employment, retention, promotion, and other related personnel actions.
- Directs the acquisition and compilation and presentation of statistical and other data required to obtain Federal and State funds for various projects.
- Evaluates and recommends City positions on existing and proposed legislation having an impact on transportation operations and the maintenance of streets and sewers.

TYPICAL END RESULTS INCLUDE: Timely and appropriate action in all areas involving public safety; coordinated traffic and maintenance strategies which maximize the achievement of City goals and objectives while ensuring the safe and convenient transportation of people and goods within and through the urbanized area of San Jose; and the development, financing and implementation of programs to extend the useful life of the City's street-related infrastructure.

DISTINGUISHING CHARACTERISTICS

This position in the unclassified service reports to the City Manager. The position is distinguished by full executive responsibility for the provision of all street, sewer and streetscape maintenance services, and all traffic operations functions for the City of San Jose.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

- Knowledge of the principles, practices and methods of Traffic and Civil Engineering.
- Knowledge of the principles of organization and management.
- Knowledge of personnel administration and budgetary control.
- Knowledge of methods used and problems involved in developing and maintaining municipal improvements such as traffic controls, streets and sewers.
- Ability to plan, organize and direct the work of a large and varied staff.
- Ability to prepare comprehensive reports as required by Federal, State and local governmental organizations.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to establish and maintain effective public relations with other employees and the public.

Competency Knowledges, Skills and Abilities

- Knowledge of all phases of service and maintenance for sewers, hydrants, streets, street sanitation, street trees and other streetscape elements.
- Knowledge of all phases of transportation planning and management.
- Knowledge of traffic design and operations.
- Knowledge of public parking planning and operations.
- Knowledge of public mass transit facilities.
- Ability to direct and supervise management personnel and engineering professionals.
- Ability to plan, organize and direct a large and varied design, operation and maintenance function.

Training And Experience

Any combination of training and experience equivalent to graduation from an accredited college or university with a major in civil engineering and ten (10) years of increasingly responsible professional engineering experience in maintenance or transportation activities, including at least four (4) years in a capacity which involved the supervision of professional engineers.

Licenses/Certificates

Possession of a valid Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Civil and Professional Engineers.